

SC PROCUREMENT

CERTIFICATE PROGRAM

PURPOSE: This program establishes 3 certificate levels for procurement officers. The training requirements consist of MMO and NIGP courses which are specifically grouped to certify basic (Level I), intermediate (Level II), and advanced (Level III) skill levels. Additionally, there are several other courses referenced, which are intended to enhance the required core courses. The combination of the State Certificate and NIGP Certification Programs will provide a means to identify a procurement officer's level of professional development.

PARTICIPATION: Personnel from all public entities will be eligible to participate in the certification program. All procurement officers within MMO are required to participate. All other governmental procurement officers participate on a voluntary basis.

TESTING: There is no testing requirement for state certificates at any level. The MMO courses will not require the successful completion of a test for course credit. Some NIGP courses may have a NIGP testing requirement. To receive State Certificates, applicants need to document completion of the required course work.

CERTIFICATES: Levels I through III will be issued in numerical order. Applicants must have completed Level I requirements to be eligible for a Level II certificate. Requirements for Levels I and II must be completed to be eligible for a Level III certificate. Multiple levels may be applied for at the same time as long as no level lower than the highest level requested in the application is incomplete. A "Certificate Application" can be found in Attachment #1. Documentation of training completion for each course is to be attached to the application. Copies of the official State or NIGP Course Certificates are sufficient documentation. Applicants are responsible to obtain and attach all documentation. Finally, a payment of \$25 (processing fee) is to be included with each application.

RECERTIFICATION: At present, there is no recertification requirement associated with the State program. Once someone has obtained a State certificate, it remains valid throughout the rest of their career or until the program is changed, whichever comes first. **This program does not alter NIGP recertification requirements.**

REGISTRATION: Personnel can register for courses via the internet by accessing either the MMO or SCAGPO web sites. Registrations and confirmations are completed electronically.

PAYMENTS: The confirmation will serve as the invoice from which an organization's / Agency's Finance Department can generate payment. The check is to be made payable to Materials Management Office.

The remittance address is: Materials Management Office
1201 Main Street, Suite 600
Columbia, SC 29201

NOTE: *Organizations / Agencies are to enclose a copy of the confirmations(s) along with the check when remitting payment. No individual course nor level certificates will be issued until payment is received for all MMO courses taken!*

CANCELLATIONS: Agencies will receive a full credit toward the attendance of another MMO training course as long as they notify MMO (in writing) more than 24 hours in advance of the start time of the course being cancelled. No credit will be given for cancellations received less than 24 hours in advance. As a general rule, refunds will not be issued. The Materials Management Officer may, under **extreme** circumstances, authorize the issuance of a refund.

PARKING: *Parking fees are not included in the course fee.* Attendees should be prepared to pay for parking when no free parking is available.

COMMUNICATIONS DEVICES: Cell phones, pager, radios, and other type communications devices are to be turned off or put in silent alert mode while the course is in session. No attendee is to take a call while in the classroom. Please convey this information to your office when preparing to attend a course. Instructors will generally give breaks every 60-90 minutes that are 10-15 minutes in duration. Attendees may communicate as necessary during these breaks.

CURRICULUM (revised 05/04/04)

LEVEL I (required):

General Public Purchasing – NIGP – 3 days **OR** the new NIGP course

Introduction to Public Procurement - NIGP - 3 days

**S.C. Procurement Code in a Nutshell – MMO – ½ day

**MMO Business Practices – MMO – ½ day

SC Standard Terms and Conditions for Contracts - MMO - 1 day (not required until 2005)

SC Procurement Ethics – SC Ethics Commission - ½ day

(This course is hosted by MMO)

** S.C. Procurement Code in a Nutshell and MMO Business Practices are both ½ day courses and will be offered on the same days (1 in the morning and the other in the afternoon) to minimize travel cost for attendees and coordination of facilities for staff. Since some attendees may only need 1 course, separate registration and billing is required for each.

LEVEL II (required):

Intermediate Public Purchasing – NIGP – 3 days **OR** the following 2 new NIGP courses:

Planning, Scheduling, and Requirement Analysis - NIGP - 3 days

Sourcing in the Public Sector - NIGP - 3 days

Specification Writing – NIGP – 1 day

Contract Administration – MMO – 1 day

S.C. Legal Aspects of Procurement – MMO – 1 day

S.C. RFP Process – MMO – 1 day

LEVEL III (required - minimum of 6 days of course work):

Advanced Public Purchasing – NIGP – 3 days

Public Purchasing Management – NIGP – 3 days

OR

The Fundamentals of Leadership and Management in Public Procurement - NIGP - 2 days

AND any **2** of the following new NIGP courses in the Advanced Leap Specialties:

Change Management - NIGP - 2 days

Managing for Excellence - NIGP - 2 days

Internal & External Customers - NIGP - 2 days

Strategic Planning in Public Procurement - NIGP - 2 days

Project Management for Workgroups - NIGP - 2 days

eProcurement Implementation - NIGP - 2 days

Capital Purchases - NIGP - 2 days

Contracting for Construction Services - NIGP - 2 days

Contracting for Public Sector Services - NIGP - 2 days
Logistics and Transportation - NIGP - 2 days
Warehousing and Inventory Control - NIGP - 2 days
Asset Management - NIGP - 2 days
The Legal Framework of Contract Management - NIGP - 2 days
Managing Risks in Public Contracting - NIGP - 2 days
Alternative Dispute Resolution (ADR) - NIGP - 2 days
Negotiations - NIGP - 2 days

Other Recommended Courses of Study (not required):

Developing and Managing RFP's - NIGP - 3 days
Contract Administration - NIGP - 3 days
Legal Aspects of Purchasing - NIGP - 3 days
Any of the NIGP 2 day courses not selected in Level III above
How to Process and Evaluate Bids – NIGP – 1 day
E-Procurement Strategies for Implementation – NIGP – 1 day
Ethics and the Boiling Frog – NIGP – 1 day
Contracting for Services – NIGP – 2 days
Contract Management – NIGP – 2 days
Inventory and Warehouse Management – NIGP 2 days
Get What You Need Through Successful Negotiation Strategies – NIGP – 2 days
Partnering – A Strategy for Excellence – NIGP – 2 days

Over the years, NIGP has changed the name of some of the core courses listed as requirements in this program (examples: Procurement Management I is now Advanced Public Purchasing, Procurement Management II is now Public Purchasing Management, etc.) In these cases, certification credit will be given for course completion documentation listing either name.

Over the years, NIGP has changed the name of some of the core courses listed as requirements in this program (examples: Procurement Management I is now Advanced Public Purchasing, Procurement Management II is now Public Purchasing Management, etc.) In these cases, certification credit will be given for course completion documentation listing either name.

NOTE: Items in **Red** are the NIGP LEAP courses that will be required for State Level Certification. If you attended one of the old Courses, it will still apply to State Certification.

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APPLICATION FOR LEVEL CERTIFICATE

Name (as it is to appear on certificates):

Organization / Agency Name:

Phone: _____ **FAX:**

E-Mail Address: _____

Mailing Address:

Certificate Level Requested (I, II, III, I & II, II & III, or I-III):

Certificate Level Already Received (None, I, II, or I & II):

Courses Completed (list name & date completed for each course completion document attached):

Course Name		Date Completed
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: A copy of the State or NIGP Certificate of Completion(s) is the only acceptable form of documentation. Applications will be returned for missing or alternate forms of documentation. It is the applicants responsibility to obtain, attach, and deliver the application with required documentation to MMO. If applying for multiple certificate levels, use a continuation sheet (as needed) to list "Course Names" and "Dates Completed."

Applicants Signature:_____

Date of Application:_____

Remainder of Information Completed by MMO Personnel:

Certificate Level Approved:_____ **Date**

Issued:_____

Approving Authority: _____ **(signature)**

_____ **(printed name)**

_____ **(title)**

Mail or Deliver Applications to: Materials Management Office

ATTN: Certificate Program Coordinator

1201 Main Street, Suite 600

Columbia, SC 29201